

Building Inspection  
Town of Addison  
P.O. Box 9010  
Addison, TX 75001-9010  
972/450-2880

**TOWN OF ADDISON**

**SIGN PERMIT APPLICATION**

Permit Number

**\$75.00**

Date \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address of Sign \_\_\_\_\_ Suite Number \_\_\_\_\_

Wording of Sign \_\_\_\_\_

Letter Height \_\_\_\_\_ Width of Copy \_\_\_\_\_ Total area in Sq. Ft. \_\_\_\_\_

Estimated Value \_\_\_\_\_ Illuminated Yes/No \_\_\_\_\_ Set back from curb in feet  
Front Side

Building Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tenant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sign Contractor \_\_\_\_\_ Addison Lic. No. \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Electrical Contractor \_\_\_\_\_ Addison Lic. No. \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Type of Sign** Monument Pole For Sale or Lease

Circle appropriate one Grand Opening Banner Wall/Facia Other

Application Date Printed Name

**ATTACH PLOT PLAN INDICATE GIVEN SCALE SUBMIT 2 DRAWINGS**

Show the following: lot lines, names of adjacent streets, location of existing buildings, signs, proposed signs, and sketch of sign with ALL dimensions.

Direction Sign Faces:                      N  
    W                      E  
Circle one    S

**DATE ISSUED:**

Date Approved \_\_\_\_\_ Expiration Date \_\_\_\_\_ Approved By \_\_\_\_\_

Date of Application \_\_\_\_\_ Signature \_\_\_\_\_

Date Fees Paid

Check Number

Receipt Number